Providing world-class munitions maintenance, readiness, and support to base operations.

U.S. AIR FORCE

Kirtland Air Force Base

377th AIR BASE WING

KIRTLAND AIR FORCE BASE

Welcome to Time and Attendance Training

OVERVIEW

- ***Regulation and Policies***
- ***Current Time and Attendance Forms***
- ***New Time and Attendance Forms***
- ***Civilian Overtime***

KIRTLAND AIR FORCE BASE

Regulations and Guidance

- ***KAFB Instruction 65-101 (revised on 1 May 2004)***
  - ***Time and Attendance Record***
    - ***See handout for additional information***

- ***KAFB Instruction 36-801***
  - ***Civilian Overtime***
    - ***Primarily a civilian personnel regulation but finance has taken an interest due to overtime forms that need to be kept***

- ***Control of Overtime for Civilian Employees***
  - ***377th ABW Memo dated 10 Dec 03***

- ***<u>ALL TIME KEEPERS MUST BE APPOINTED IN WRITING BY THE UNIT COMMANDER OR DIRECTOR</u>***

KIRTLAND AIR FORCE BASE

Current Time and Attendance Forms (KAFB FORM 2)

TIME AND ATTENDANCE RECORD

(This Form is Subject to the Privacy Act of 1974 - 5 U.S.C. 552a)

EMPLOYEE/SSN	EMPLOYEE NAME *(Last, First, Middle Initial)*	PAY PERIOD	PAY BLOCK	TIMEKEEPER CODE-NAME-TELEPHONE NO.

DAYS OF WEEK DAY NUMBER	SUN 1	MON 2	TUE 3	WED 4	THUR 5	FRI 6	SAT 7	SUN 1	MON 2	TUE 3	WED 4	THUR 5	FRI 6	SAT 7	TOTAL HRS
SCHEDULED HOURS															
TYPE/SHIFT CODE															
GS NIGHT DIFF															

WEEK 1 OR 2	DAY NO.	TYPE HOUR CODE	NUMBER OF HOURS	TIME FRAME	ENV CODE

TOTAL REGULAR HOURS	TOTAL OVERTIME OR COMP.	TOTAL LEAVE OR COMP USED

DUTY HOURS	I HEREBY CERTIFY TO THE ACCURACY OF THIS T & A RECORD UNDER PENALTY OF FRAUD.
	CERTIFIED BY:

KAFB FORM 2, APR 94 *(EF)* *(PerFORM PRO)*

DATE: Need Year

Example: 2004

Must have :

Name & Current Phone Number

KIRTLAND AIR FORCE BASE

Time and Attendance Forms (KAFB FORM 2)

- ***Submission of Time Cards :***
  - ***Thursday at 1600 prior to end of pay period***

- ***NEEDS TO BE TYPED***
  - ***The top portion (up until the exceptions – Leave, overtime, etc)***

- ***CORRECTED TIME CARDS: need the following items***
  - ***Only annotate/correct the day or days that needs to be changed***
    - ***Causes delays in update***
  - ***Make sure time cards says "CORRECTED COPY"***
  - ***Suspense is No Later than Monday at 1600 after pay period ends***

KIRTLAND AIR FORCE BASE

NEW TIME AND ATTENDANCE SHEET

TIME AND ATTENDANCE RECORD (This Form Is Subject to the Privacy Act of 1974 - 5 U.S.C. 552a)

SSAN	NAME (Last, First, MI)	PAY PERIOD	DATE (YYYYMMDD)	TIME KEEPER NAME/PHONE NUMBER

	SUN 1	MON 2	TUE 3	WED 4	THUR 5	FRI 6	SAT 7	SUN 1	MON 2	TUE 3	WED 4	THUR 5	FRI 6	SAT 7	TOTAL REG
SCHEDULED HOURS															
TYPE/SHIFT CODE															
GS NIGHT DIFF															

WEEK 1 or 2	DAY #	TYPE HOUR CODE	NUMBER OF HOURS	TIME FRAME	REMARKS	[illegible]	TEMP SHIFT	ENVIRONMENTAL HAZARD PAY CODE	ENVIRONMENTAL HAZARD PAY LAST HOUR	EMPLOYEE INITIALS

Note date YYYYMMDD

TOTAL REGULAR HOURS	TOTAL OVERTIME OR COMP	TOTAL LEAVE OR COMP USED	DUTY HOURS

I HEREBY CERTIFY THE ACCURACY OF THIS T & A RECORD UNDER PENALTY OF FRAUD

CERTIFIED BY:

KAFB FORM 2, 19980501 (IMT-1) PREVIOUS EDITION IS OBSOLETE

KIRTLAND AIR FORCE BASE

Civilian Overtime

- ***AF FORM 428 – Request for Overtime, Holiday Premium Pay and Compensatory Time***
  - ***Governed by KAFB Instruction 36-801 (15 Dec 03)***
  - ***Should be approved by Commanders/Directors <u>PRIOR TO WORKING</u> the hours***
  - ***Employers should keep forms for <u>6 years</u>***
    - ***Time Keepers must also keep the AF Form 428 along with the KAFB Form 2***
- ***Current Audits and Previous Audits (throughout AF)***

SUMMARY

Regulation and Policies

Current Time and Attendance Forms

New Time and Attendance Forms

Civilian Overtime

- ***Suggest that supervisors and/or time keepers retain copies of time sheets to protect them and the employee***